

STOP VIOLENCE AGAINST WOMEN

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STOP VIOLENCE AGAINST WOMEN

Formula Grant Program

INTRODUCTION

This guide is provided for use by all subrecipient staff receiving federal grant funds from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, STOP Violence Against Women Formula Grant Program administered by the Tennessee Office of Criminal Justice Programs. This guide is to serve as a reference for the financial and programmatic requirements/responsibilities of projects funded through the STOP Violence Against Women Grant Program. It is not intended to replace more detailed technical assistance available from the OCJP Program Manager assigned to your project.

The STOP Violence Against Women Formula Grant Program was authorized through the Violence Against Women Act (VAWA) of 1994 and reauthorized and amended by the Violence Against Women Act of 2000 and the Reauthorization Act of 2005, Pub. L. No. 109-162. This Act reauthorizes the VAWA grant programs already administered by OVW for Fiscal Years 2007 through Fiscal year 2011. Its purpose is to promote a coordinated, multi-disciplinary approach to improving the criminal justice system's response to violence against women. It envisions a partnership among law enforcement, prosecution, courts and victim advocacy organizations to enhance victim safety and hold offenders accountable for their crimes of violence against women.

The intent of the STOP Violence Against Women Grant Program is to provide criminal justice assistance to state agencies, local units of government, non-profit and faith-based and community organizations. Its purpose is to promote a coordinated, multi-disciplinary approach to improving the criminal justice system's response to violence against women (and men who are victims of domestic violence, sexual assault or stalking).

Funding to Faith-based and Community organizations

Consistent with Executive Order 13279, December 12, 2002 and 28 CFR Part 38, it is OVW's policy that faith-based and community organizations that statutorily qualify as eligible applicants under OVW programs, are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based and community organizations are required to abide by the same regulations and requirements specifically associated with the program under which you were awarded a grant as any other agency awarded funding.

The federal Department's Office on Violence Against Women (OVAW) administers the STOP Program according to the following statutory formula (as amended by VAWA 2005):

- ❖ 5% of STOP funds for grants to Indian tribal governments
- ❖ 2.5% of STOP funds for grants to state and tribal domestic violence coalitions

- ❖ 2.5 % of STOP funds for grants to state and tribal sexual assault coalitions
- ❖ Each state receives a base amount of \$600,000 and
- ❖ Remaining funds are distributed to each state based on population in the amount that bears the same ratio to the amount of remaining funds as the population of the state bears to the population of all the states (not including Indian tribes).

The STOP Violence Against Women Formula Grant Program (**CFDA # 16.588**) promotes a coordinated, multidisciplinary approach to improving the criminal justice system's response to violence against women (**and men who are victims of domestic violence, sexual assault or stalking**). This approach envisions a partnership among law enforcement, prosecution, the courts; victim advocates and service providers to ensure victim safety and offender accountability.

Authorized through the Violence Against Women Act, set out in Title IV of the Violent Crime Control and Law Enforcement Act of 1994, Pub. L. 103-322, 108 Stat. 1796, the STOP Program is administered by the Violence Against Women Grants Office, Office of Justice Programs, U.S. Department of Justice. The Victims of Trafficking and Violence Protection Act of 2000 included provisions to reauthorize and strengthen the Violence Against Women Act.

The STOP Violence Against Women Grant was established to aid state and local governments and non-profit organizations in the development of violence prevention programs that serve women.

Grant funds may be used to develop and implement effective law enforcement and prosecution strategies to combat violent crimes against women and to develop and enhance victim services in cases involving violent crimes against women.

The Office of Criminal Justice Programs in the Tennessee Department of Finance and Administration has been designated as the state agency responsible for administering this grant program in Tennessee.

This Guide incorporates by reference the provisions of the Office of Management and Budget (OMB) circulars and government-wide common rules applicable to grants and cooperative agreements. These circulars and common rules include the following:

Circulars and Common Rules

OMB CIRCULARS: Administrative Requirements:	
<u>OMB Circular A-102</u>	"Grants and Cooperative Agreements with State and Local governments," revised October 7, 1994.
<u>OMB Circular A-110</u>	"Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals and Other Non-Profit Organizations," November 19, 1993 (codified at 28 CFR Part 70).

Cost Principles:	
<u>OMB Circular A-21</u>	“Cost Principles for Educational Institutions,” revised April 26, 1996 (codified at 28 CFR Part 66 by reference).
<u>OMB Circular A-87</u>	“Cost Principles for State, Local, and Indian Tribal Governments,” revised May 4, 1995 (codified at 28 CFR Part 66, by reference).
<u>OMB Circular A-122</u>	“Cost Principles for Nonprofit Organizations” revised May 8, 1997 (codified at 28 CFR Part 66, by reference).
Audit Requirements:	
<u>OMB Circular A-133</u>	<p>“Audits of State, Local Government and Nonprofit Institutions,” revised June 30, 1997 (codified at CFR Part 66 & Part 70).</p> <p>http://www.whitehouse.gov/OMB/grants/index.html</p>

GOVERNMENT-WIDE COMMON RULES:
<p>“Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Units of Government,” dated March 11, 1988 (codified at 28 CFR Part 66). (Grants Management Common Rule for State and Local Units of Governments)</p> <p>“Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-free Workplace (Grants)”(codified at 28 CFR Part 67.)</p> <p>“New Restrictions on Lobbying” (Codified at 28 CFR Part 69).</p>

For additional information on grants management and to obtain copies of current circulars and common rules, please visit the OMB website: www.whitehouse.gov/OMB/grants/index.html.

Reference: U.S. Department of Justice, Office of Justice Programs, Office of the Comptroller, Financial Guide Web Address: <http://www.ojp.usdoj.gov/finguide/>

CHAPTER I

STOP ELIGIBLE SUBRECIPIENTS

A. Eligible subrecipients for federal STOP Violence Against Women funding include:

1. State Agencies
2. Units of Local Government
3. Non-profit Organizations
4. Faith-based and Community Organizations

B. Tennessee, as all states, must allocate STOP Violence Against Women funding within the parameters of the Act as follows:

1. 25% to support law enforcement programs
2. 25% to support prosecution programs
3. 30% to support nonprofit, nongovernmental victim services programs
4. 5% to support court programs.
5. 15% to further support law enforcement, prosecution, court or victim services programs, at the state's discretion, to eligible agencies

Statutory Definitions Under 42 U.S. C –3796gg-1-(c)(3)

Law Enforcement – a public agency charged with policing functions, including any of its component bureaus (such as governmental victim services programs).

Prosecution – any public agency charged with direct responsibility for prosecuting criminal offenders, including such agency's component bureaus (such as governmental victim services programs).

Victim Services – a nonprofit, nongovernmental organization that assists domestic violence, dating violence, sexual assault, or stalking victims, including rape crisis centers, domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

Courts – any civil or criminal, tribal, and Alaskan Village, Federal, State, local or territorial court having jurisdiction to address domestic violence, dating violence, sexual assault or stalking, including immigration, family, juvenile, and dependency courts, and the judicial officers serving in those courts, including judges, magistrate judges, commissioners, justices of the peace, or any other person with decision-making authority.

CHAPTER II

STOP PROGRAM PURPOSE AND REQUIREMENTS

A. PROGRAM PURPOSE

The purpose of the STOP Violence Against Women Grant Program is to assist state agencies, units of local government, and nonprofit **or faith-based and community** organizations in carrying out specific projects which offer a high probability of improving the functioning of the criminal justice system. This grant program provides funding for projects which assist organizations in their efforts to reduce violence against women focused on domestic violence, sexual assault and stalking.

The overriding objective of this funding continues to be the implementation of comprehensive strategies that are sensitive to the needs and safety of victims and hold offenders accountable for their crimes.

In general, grants under this program may support personnel, training, technical assistance, evaluation, data collection, and equipment costs to enhance the apprehension, prosecution, and adjudication of persons committing violent crimes against women.

B. PROGRAM REQUIREMENTS **AND CERTIFICATIONS**

The intent of the STOP Violence Against Women Grant Program is to provide criminal justice assistance to state agencies, local units of government, and non-profit organizations. The Department of Justice has defined a unit of local government as a general purpose political subdivision of a state, such as a city or county. The definition for victim services providers under this grant is a nonprofit, governmental or non-governmental organization that assists domestic violence or sexual assault victims through the legal process. Examples include rape crisis centers and battered women's shelters. Grants from this program can only be awarded to state agencies, local units of government and nonprofit organizations so defined.

States must certify annually that all out-of-pocket costs of forensic medical examinations for victims of sexual assault will be paid by the State, a unit of local government, or another governmental entity. States must also certify annually that victims of domestic violence are exempt from paying the costs associated with filing criminal charges or issuing or serving a warrant, protection order, or witness subpoena in connection with the prosecution of a felony or misdemeanor domestic violence offense. Programs must be aware of these assurances and ensure that they continue to be operationalized locally.

The Violence Against Women and Department of Justice Reauthorization Act of 2005 adds two additional certification requirements to the STOP program: 1) applicants must certify that their judicial policies and practices include notification to domestic violence offenders of federal gun control laws related to domestic violence and any related federal, state, or local laws, and 2) applicants must certify that their laws, policies and practices ensure that victims of alleged sex offenses will not be asked to submit to a polygraph examination as a condition for proceeding with the investigation of the offense. See Attachment I - Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act, as amended).

1. The Department of Justice has identified eleven (11) purpose areas under which sub-grants may be funded. Programs must address one or more of the following eleven purpose areas:
 - a. Training law enforcement officers and prosecutors to more effectively identify and respond to violent crimes against women, including sexual assault and domestic violence;
 - b. Developing, training, or expanding specialized units of law enforcement officers and prosecutors targeting violent crimes against women, including sexual assault and domestic violence;
 - c. Developing and implementing more effective police and prosecution policies, protocols, orders, and services specifically dedicated to preventing, identifying, and responding to violent crimes against women, including sexual assault and domestic violence;
 - d. Developing, installing, or expanding data collection and communication systems, including computerized systems that link police, prosecutors, and courts or that are designed to identify and track arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including sexual assault and domestic violence;
 - e. Developing, enlarging, or strengthening victim service programs, including sexual assault and domestic violence programs; developing or improving delivery of victim services to racial, cultural, ethnic, and language minorities; providing specialized domestic violence advocates in courts where a significant number of protection orders are granted; and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including sexual assault and domestic violence;
 - f. Developing, enlarging, or strengthening programs addressing stalking;
 - g. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including sexual assault and domestic violence.
 - h. Supporting formal and informal statewide, multidisciplinary efforts to coordinate the response of law enforcement, prosecution, courts, and victim services to sexual assault, domestic violence, dating violence, and stalking.
 - i. Training sexual assault forensic medical personnel examiners
 - j. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and victim services to address and recognize the needs and circumstances of older and disabled individuals who are victims of domestic violence and sexual assault.
 - k. Providing assistance to victims of domestic violence and sexual assault in immigration matters.

NOTE: STOP funds are intended to foster more widespread apprehension, prosecution and adjudication of perpetrators of violent crimes against women through the criminal justice system. In addition to the clear criminal purposes for which the Violence Against Women Act was intended, funding for civil justice assistance is allowable, but it is limited by the Omnibus Crime Control and Safe Streets Act of 1968, as amended by the Violence Against Women Act, to situations that bear directly and substantially upon criminal justice matters or are inextricably intertwined with criminal justice matters. Since it is consistent with the overall intent of the statute, legal assistance to victims attempting to obtain civil protection orders may be supported.

2. Agencies must comply with Tennessee Code Annotated, Section 31-1-403 and 37-1-605 by reporting suspected cases of child abuse to the Department of Children's Services and with Tennessee Code Annotated 71-6-103 by reporting cases of adult abuse to the Department of Human Services as required by law.

In order for **law enforcement** agencies to qualify for grant funds, the agency must comply with the following:

- a. Fingerprint Reporting Requirement. The Agency shall ensure that they will comply with Tennessee Code Annotated (TCA) 38-3-122 and will submit all fingerprints taken to the Tennessee Bureau of Investigation (TBI).
 - b. TIBRS Reporting Requirement. The Agency shall ensure that they will comply with Tennessee Code Annotated (TCA) 38-10-101 et seq. and will submit crime statistics using the Tennessee Incident Based Reporting System (TIBERS) to the Tennessee Bureau of Investigation (TBI).
3. All sub-recipients must forward to the Office of Criminal Justice Programs any written policies they have prohibiting the disclosure of a victim's name, address, telephone number, or any other identifying information without the prior voluntary written consent of the victim.

C. PROGRAM PRIORITIES

1. The overriding objective of the STOP Program continues to be the implementation of programs sensitive to the needs and safety of victims while holding offenders accountable for their crimes.
2. To achieve this objective Tennessee will continue to build and strengthen collaborations with existing partners, as well as forging new partnerships. Program Guidelines from the Violence Against Women Office encourage states to support projects that will:
 - a. Strengthen enforcement of protection orders within and among states;
 - b. Address sexual assault through expansion of services, development and implementation of protocols, and education and training programs for law enforcement, prosecution, and the judiciary;
 - c. Encourage the judiciary to engage in problem solving approaches that require active judicial participation;
 - d. Strengthen the response of pre-trial agencies in cases involving violence against women, including setting pre-trial release conditions that are based on victim input and safety;

- e. Develop and enhance the efforts of probation and parole agencies to monitor and control the perpetrators of violence against women to maximize victim safety and offender accountability;
- f. Strengthen enforcement of existing stalking laws by aggressively investigating, prosecuting and adjudicating these crimes;
- g. Implement community-driven initiatives to address the needs of traditionally underserved populations;
- h. Coordinate the efforts of all relevant justice agencies to leverage the coercive power of the criminal justice system to influence offenders' behavior; and
- i. Increase the number and type of judicial education and court-related projects.

CHAPTER III

REPORTING REQUIREMENTS

A. REPORTING REQUIREMENTS

All subrecipients are responsible for periodic reporting of output and outcome data on their projects to OCJP. Reporting requirements for STOP subrecipients include Semi-annual Outcome Reporting, Annual Progress Report for STOP Violence Against Women Formula Grant Program, Annual Outcome Reporting and Policy 03 Quarterly Expense and Revenue Report (Non-Profit Agencies Only) or Quarterly Program Income Summary Report (if program income earned), Project Equipment Report (if equipment was purchased) and an Invoice for Reimbursement form. These reports are used to monitor projects, fulfill federal grant reporting requirements, provide information for state strategies and implementation plans, assist OCJP in determining project success and funding allocations, request reimbursement or close out a grant. **Examples of each form are provided in the Appendices of this manual. Forms may be reproduced locally, but should maintain the original format and content.**

NOTE: The subrecipient is required to gather and maintain statistical data relating to grant project activities as required by the Office of Criminal Justice Programs. The data collected should support the information submitted on the semi-annual and annual reports. OCJP may periodically request to see the back-up data that supports the information submitted on your semi-annual outcome and annual output and outcome reports.

The Project Director is responsible for timely submission of completed **program and fiscal** reports. **Note: Inability to submit required reports in a timely fashion is considered failure of a required contract obligation.**

1. **Semi-Annual Outcome Reporting :** outcome reporting is required of all subrecipients at mid-year. The Semi-annual Outcome Report covers the period **July 1st through December 31st**. Outcomes are benefits resulting for the participants from the program activities. OCJP is interested in collecting project outcome data based on the “core outcomes” by project type. Core Outcome Indicators and Recommended Measures and Data Collection Methods are included in Appendix E. Sample Client Surveys are included in Appendix F. The Semi-annual Outcome report will be available through our website at www.state.tn.us/finance/rds/ocjp.htm and should be submitted to OCJP by January 31st
2. **Annual Outcome Reporting:** The second outcome reporting is required at the end of each contract year. The Annual Outcome Report covers the period of **January 1st through June 30th**. The Annual Outcome Report will be available through our website at www.state.tn.us/finance/rds/ocjp.htm and should be submitted to OCJP by July 31st.
3. **Annual Progress Report:** This output form focusing on grant activities is required by the Department of Justice and is used for reporting progress annually of all grant-funded activities. The reporting period for the Annual Progress Report is **July 1st through June 30th**. See Appendix B

4. **Community and/or Collaborator Surveys:** (as required based on your program type) cover the period **July 1st through June 30th**. The Community and Collaborator Survey Reports should be reported annually to OCJP by July 31st. See [Appendix F](#)

NOTE: Subrecipient programs are not required to use client surveys to collect required **core outcome data**, but they are required to provide data addressing the core outcome indicators and measures for your specific project type, using a standard five-point scale **(Strongly Agree to Strongly Disagree)** for all client feedback and satisfaction data. **Subrecipients should not change the substance of the core outcome measures.** Subrecipient agencies may also choose to use other available data sources to further validate and verify subrecipient data i.e. exit interviews, case notes, focus groups, staff observation, etc. **NOTE: Data based on staff observations should be submitted as supplemental information and NOT included with client feedback data.**

Data may be collected on the required **satisfaction** measures separately from participant outcome data in order to assure confidentiality. If a separate process is used to collect data on the required satisfaction measures, that process must be separately described in the logic model project narrative. **See Appendix H, Rules/Guidelines for OCJP Required Data Collection.**

5. **Projected Output Report:** Projecting outputs is a requirements of all subrecipients at the beginning of each contract year. Subrecipients are asked to project the number of outputs to be achieved during the upcoming contract year. Projected output reports should be submitted by July 31st for the upcoming contract period July – June. The data will assist OCJP in evaluating the planned versus actual activities funded through the grant.

STOP Violence Against Women Reporting Schedule

The Office of Criminal Justice Programs, William R. Snodgrass Tennessee
Tower, 312 8th Avenue North, Nashville, Tennessee 37243-1700

REPORT	REPORTING PERIOD	SUBMIT TO OCJP
<u>Annual Progress Report</u>	Annual Contract Period (July to June)	OCJP Program Manager assigned to your agency July 31 st
Semi- Annual Outcome Report Annual Outcome Report	July to December January to June	OCJP Online Reporting TWO TIMES A FISCAL YEAR: January 31 & July 31 st
<u>Policy 03 Quarterly Expense and Revenue Report (Non Profit Agencies Only)</u>	Quarterly for Period Ending September December March June	OCJP Fiscal Manager October 15th January 15th April 15th July 30 th
<u>OCJP Quarterly Program Income Summary Report, if applicable (All subrecipients EXCEPT Non-Profit Agencies)</u>	Quarterly for Period Ending September December March June	OCJP Fiscal Manager October 15th January 15th April 15th July 30 th
<u>Project Equipment Summary Report, if applicable</u>	Contract Period (July to June)	July 31 st
Projected Output Report	Upcoming Contract Period July to June	July 31 st
<u>F & A Invoice for Reimbursement</u>	Monthly	Office of Business and Finance 20th Floor Wm. Snodgrass Tennessee Tower 312 8th Avenue North, Nashville, TN. 37243-1700 e-mail: OCJP INVOICE@state.tn.us

CHAPTER IV ALLOWABLE COSTS

A. ALLOWABLE COSTS

STOP funding may be used by the subrecipient for personnel, training, technical assistance, evaluation, data collection and equipment costs to enhance the apprehension, prosecution and adjudication of persons committing violent crimes against women. Children's services must be inextricably linked to providing services to victims of domestic violence. For example, STOP funds may support the expansion of shelter services for battered women to include programs for their children.

Allowable costs are those cost principles identified in the OMB Circular A-87 for State and Local Governments and OMB Circular A-122 for Non-Profit Organizations and in the grant program's authorizing legislation. In addition, costs must be reasonable, allocable, necessary to the project, and comply with the funding statute requirements.

See OCJP Administrative Manual, [Chapter XIV](#)-Allowable Costs

CHAPTER V UNALLOWABLE COSTS

A. UNALLOWABLE COSTS

1. STOP grant funds may **not** be used to support services for obtaining divorces. Divorces and legal separations are civil proceedings that fall outside the scope of the seven broad purposes for which STOP funds may be used.
2. STOP funds may **not** be used to support services that focus exclusively on children or to develop sexual assault or domestic violence prevention curricula for schools.
3. STOP funding may **not** support legal or defense services for perpetrators of violence against women. But they may support batterers' intervention programs, if the intervention is part of a graduated range of sanctions that use the coercive power of the criminal justice system to hold abusers accountable for their criminal actions and for changing their behavior.
4. STOP funding may **not** be used to support inherently religious activities.
5. STOP funding **cannot** be used to lease and/or purchase vehicles.
6. STOP funds **cannot** be used for renovations

See OCJP Administrative Manual, [Chapter XV](#)- Unallowable Costs

CHAPTER VI

PERFORMANCE MEASUREMENT AND DECISION-MAKING

A. Performance Measurement

1. The Office of Criminal Justice Programs, like all funders, wants to be a responsible steward of limited federal and state grant money. To accomplish this goal, OCJP works to assure that grants are awarded to agencies that can demonstrate they make a difference for clients. The change in focus, for subrecipient agencies, from outputs to outcomes has provided OCJP with the opportunity to work with our subrecipient agencies:
 - (a) to equip them with the tools and experience they need to manage their operations and
 - (b) to demonstrate their accountability.
2. OCJP is interested in subrecipient agencies improving performance not simply in quantifying their effort. It has been demonstrated that agencies that want to survive and flourish must make significant efforts to continually improve performance and to be able to prove it with verifiable measurements.
3. Although output data is still important and will continue to be collected and submitted to our federal funders, outcome data has provided us with information related to the results of agency efforts on the clients the OCJP/subrecipient partnership serves. Outcome information describes some change in the participant's condition and establishes the benefits of the funding in measurable terms.
4. There are basically three reasons for attending to client outcomes:
 - (a) **To Improve Program Performance** - Agencies exist to help clients find better lives. Agencies want clients safer, more informed, aware of their options and exercising better judgment. Subrecipient agencies need solid information about how well their clients are doing in order to continue improving the quality of their programs.
 - (b) OCJP and other funding sources must be in a position to make funding decisions:
 - When funds are available, funding agencies need information on results to decide which service models to support.
 - When funds are limited, funding agencies must be able to direct limited resources toward approaches known to work.
 - (c) **To Meet Federal Reporting Requirements.**
5. OCJP will continue to expect programs to use the logic model to describe how their grant-funded project theoretically works to benefit the target group. OCJP will also continue to collect and use **output** and outcome information as we manage our federal grants.

6. OCJP does not collect information with which to compare one program or project with another. However OCJP publishes data on our website by which any agency can compare their own data with data reported by like projects.

B. OCJP Decision-Making

1. OCJP conducts **Performance Management Reviews (PMR)** of each subrecipient contract each year. The performance review process consists of a detailed weighing system which provides a historical perspective of past and present subrecipient performance.
2. The PMR consists of the following criteria, based on a 100 point scale: (See [Appendix G](#))
 - (a) **Integrity of Program Design** – the logic model description of the program. (20%)
 - (b) **Reporting History** – compliance with output and outcome reporting requirements. (20%)
 - (c) **Program Performance** – considering compliance with victim and community/collaborator outcome measurement requirements; notification to OCJP of pertinent changes; history of spending; program manual understanding and overall program effectiveness. (40%)
 - (d) **Contract Monitoring** –ratings will examine program and fiscal findings. (20%)
3. OCJP will make funding/allocation decisions based on:
 - (a) Performance Management Review Ratings
 - (b) The funding priorities and requirements of the funding source
 - (c) Ensuring that funds are allocated across the state in a defensible and equitable manner.

Legislative Authority

Violence Against Women Formula Grants

(CFDA# 16.588)

AUTHORIZATION: Authorized through the Violence Against Women Act, set out in Title IV of the Violent Crime Control and Law Enforcement Act of 1994, Pub. L. 103-322, 108 Stat. 1796, the STOP Program is administered by the Violence Against Women Grants Office, Office of Justice Programs, U.S. Department of Justice. The Victims of Trafficking and Violence Protection Act of 2000 included provisions to reauthorize and strengthen the Violence Against Women Act. (VAWA 2000 and 2005).

OBJECTIVES: To assist States, Indian Tribal governments, and units of local government to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women, and to develop and strengthen victim services in cases involving crimes against women.

USE AND USE RESTRICTIONS: A State, Indian tribal government, or unit of local government shall not be entitled to funds under this program unless the State, Indian tribal government, or another governmental entity incurs the full out-of-pocket cost of forensic medical examinations for victims of sexual assault. Further, a State, Indian tribal government, or unit of local government shall not be entitled to funds under this program unless it:

- (1) certifies that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, that the victim bear the costs associated with the filing of criminal charges against the domestic violence offender, or the costs associated with the issuance or service of a warrant, protection order, and/or witness subpoena; or
- (2) assures that its laws, policies and practices will be in compliance with this requirement by the date on which the next session of the State legislature ends or September 13, 1996, whichever is later. Funds withheld from a State or unit of local government because it does not meet this requirement shall be distributed to other States or local units of government on a pro rata basis. Funds withheld from an Indian tribal government for this reason shall be distributed to other Indian tribal governments on a pro rata basis.

Grants shall provide personnel, training, technical assistance, data collection and other equipment for widespread apprehension, prosecution, and adjudication of persons committing violent crimes against women. States must certify that a minimum of 25 percent of each year's grant award (75 percent total) will be allocated to each of the following areas: prosecution, law enforcement, and victim services.

Matching Requirements: The Federal share of these grants may not exceed 75 percent of the total costs of the projects described in the applications. States may satisfy this 25 percent match through in-kind services. Indian tribes that are subgrantees of a State under this program may meet the 25 percent matching requirement for this program by using funds appropriated by Congress for the activities of any agency of an Indian tribal government or for the activities of the Bureau of Indian Affairs performing law enforcement functions on any Indian lands. All funds designated as match are restricted to the same uses as the Violence Against Women Program funds.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: All States, Commonwealths, territories and possessions of the United States, as well as the District of Columbia, are eligible. For the purposes of this program, American Samoa and the Commonwealth of the Northern Mariana Islands shall be considered as one State, and, for these purposes, 67 percent of the amounts allocated shall be allocated to American Samoa and 33 percent to the Commonwealth of the Northern Mariana Islands. Funds will be subgranted to units of local government, nonprofit nongovernmental victim services programs, and Indian tribal governments.

Beneficiary Eligibility: State and local units of government, nonprofit nongovernmental victim services programs, and Indian tribal governments.

Credentials/Documentation: Costs will be determined in accordance with OMB Circular No. A-87 for State and local governments, and OMB Circular No. A-21 for Institutions of Higher Education, Hospitals and OMB Circular No. A-122 for Other Nonprofit Organizations.

STOP ANNUAL REPORT'S

B.1. STOP Annual Progress Report Form

B.2. STOP Annual Progress Report Form Instructions

B.3. Projected Output Report (New) Online in early spring each year.

STOP BUDGET REVISION REQUEST

<http://www.state.tn.us/finance/rds/manuals.htm>

After web page opens please scroll to the bottom of the screen to locate the appropriate fund source and click **STOP**.

For PRINTED VERSIONS you will need to type the above referenced web site address in your internet explorer address box. Click “Go”. Then follow the instructions above this paragraph.

PROJECT NARRATIVE LOGIC MODEL

Click the link below to be taken to the Project Narrative Logic Model

<http://www.state.tn.us/finance/rds/logic.pdf>

After arriving at the web page scroll down to the approximate center of the page. The surveys are listed by Outcome Measure. Click on the appropriate name to see the survey then click print.

PRINTED VERSIONS will need to type the above referenced web site address in their internet explorer address box. Click “Go” and follow the instructions listed above.

***CORE* Outcome Indicators with *Required* Measures
and Data Collection Methods
for STOP, VOCA and Family Violence Agencies**

Click the link below to be taken to the CORE Outcome Indicators with Required Measures and Data Collection Methods.

<http://www.state.tn.us/finance/rds/coreout.pdf>

After arriving at the web page scroll down to the approximate center of the page. The surveys are listed by Outcome Measure. Click on the appropriate name to see the survey then click print.

PRINTED VERSIONS will need to type the above referenced web site address in their internet explorer address box. Click “Go” and follow the instructions listed above.

Victim and Community/Collaborator Surveys

Click the link below to be taken to the Victims Services Surveys:

<http://www.state.tn.us/finance/rds/victimshomepage.htm>

After arriving at the web page scroll down to the approximate center of the page. The surveys are listed by Outcome Measure. Click on the appropriate name to see the survey then click print.

PRINTED VERSIONS will need to type the above referenced web site address in their internet explorer address box. Click “Go” and follow the instructions listed above.

VICTIM SERVICES CONTRACT PERFORMANCE REVIEW PROCESS

Click the link below to be taken to the Contract Performance Review Process

<http://www.state.tn.us/finance/rds/PMR.pdf>

After arriving at the web page scroll down to the approximate center of the page. The surveys are listed by Outcome Measure. Click on the appropriate name to see the survey then click print.

PRINTED VERSIONS will need to type the above referenced web site address in their internet explorer address box. Click “Go” and follow the instructions listed above.

RULES/GUIDELINES FOR OCJP – REQUIRED DATA COLLECTION

Click the link below to be taken to the Rules/Guidelines for OCJP – Required Data Collection:

<http://www.state.tn.us/finance/rds/datacoll07.pdf>

For PRINTED VERSIONS you will need to type the above referenced web site address in your internet explorer address box. Click “Go.”

Attachment I



**STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
RESOURCE DEVELOPMENT AND SUPPORT
OFFICE OF CRIMINAL JUSTICE PROGRAMS
WILLIAM R. SNODGRASS TENNESSEE TOWER
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NASHVILLE, TENNESSEE 37243-1700
(615) 741-7662
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**DAVE GOETZ
COMMISSIONER**

Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended

Applicants should refer to the regulations cited below to determine the certifications to which they are required to attest. Applicants should also review the instructions for certification included in the program regulations before completing this form. Signature on this form certifies that the subrecipient is qualified to receive the funds and provides for compliance with relevant requirements under 28 CFR Part 90 "Rape Payment Requirement" and "Filing Costs for Criminal Charges." The certifications shall be treated as a material representation of fact upon which the Department of Justice and the Office of Criminal Justice Programs will rely when it determines to award the covered transaction, grant, or cooperative agreement.

Any subrecipient shall be qualified for funds provided under the Violence Against Women Act upon certification that:

- (1) the funds will be used only for the purposes described in 42 U.S.C., 3796gg(b) under the "Grants to Combat Crime Against Women" program authority;

In addition, as required by Sections 2005 and 2006 of Title IV of the Violent Crime Control and Law enforcement Act of 1994, Pub. L. 103-322 (September 13, 1994), which, in part, amends the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3711 et seq. (by adding a new "Part T" Part T comprises Sections 2001 through 2006, codified at 42 U.S.C. 3796gg through 3796gg-5), and implemented at 28 CFR Part 90., for persons entering into a grant or cooperative agreement, as defined at 28 CFR Part 90, the application certifies that:

(1) Forensic medical Examination Payment Requirement for Victims of Sexual Assault

- (a) The subrecipient incurs the full out-of-pocket costs of forensic medical exams for victims of sexual assault.
- (b) Exams to victims are provided free of charge to the victims;
- (c) Arranges for victims to obtain such exams free of charge to the victims; and
- (d) The subrecipient provides information at the time of the exam to all victims, including victims with limited or no English proficiency, regarding how to obtain reimbursement. Section 2005 (b), codified at 42 U.S.C. 3796gg-4(b.)
- (e) Grantees can use STOP funds to pay for exams by a trained examiner if they do not require victims to seek reimbursement from insurance, and

- (f) Grantees cannot require that victims participate in the criminal justice system as a condition for exam payment

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**Certification of Compliance with the Statutory Eligibility Requirements
of the Violence Against Women Act as Amended (Continued)**

(2) Filing Costs for Criminal Charges

- (a) A subrecipient will not be entitled to funds unless it
- (1) certifies that its laws, policies and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order or a petition for a protection order, to protect a victim of domestic violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the issuance, registration, or service of a warrant, petition for protection order, or witness subpoena, whether issued inside or outside the state or local jurisdiction.

(3) Gun Control Laws Related to Domestic Violence

- (a) certifies that its judicial policies and practices include notification to domestic violence offenders of federal gun control laws related to domestic violence and any related federal, state or local laws.

(4) Polygraph Examination for Victims of Alleged Sexual Offenses

- (a) certifies that its laws, policies, and practices will ensure that victims of alleged sex offenses will not be asked to submit to a polygraph examination as a condition for proceeding with the investigation of the offense.

I certify that I have read and am fully cognizant of our duties and responsibilities under this Certification.

☐ (Please check)

"The Authorized Official certifies that to the best of his or her knowledge and belief that the information contained in this certification is correct and in accordance with the requirements of the application guidelines. The Authorized Official also certifies that the person named below is either the person legally responsible for committing the applying agency to this certification, or is executing this certification with the informed consent of the authorizing person (named and described in section 8 of attachment A)."

Name, Title and address of certifying designee:
(IF DIFFERENT FROM AUTHORIZED OFFICIAL)

Name

Title

Address/Phone